

PUBLIC WORKS FIELD SUPERVISOR

FLSA Code: N

Job Code: 4530

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult skilled and intermediate administrative work assisting the superintendent in the overall operation of environmental services operations providing guidance to crew leaders responsible for supervising maintenance and repair on parks, facilities, traffic signals, municipal buildings and other public service operations; does related work as required. Work is performed under general supervision of the Environmental Services Superintendent. Supervision is exercised over assigned personnel.

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Coordinating and supervising operations within the Environmental Services Operations including construction responsibilities; assisting the Environmental Services Superintendent with day to day operations; creating and maintaining systems, records and files.

Monitors timely maintenance of City facilities, infrastructures, streets, and draining systems to keep the City in excellent environmental health;

Maintains management of solid waste/recycling, refuse crews, snow removal, and other general services;

Conducts daily field inspections of projects to ascertain status, notifies superintendent of problems;

Supervises and performs accurate measurements of proposed curb, gutter, sidewalk and asphalt work;

Ensures crews have proper tools and equipment to perform duties;

Ensures compliance of assigned work crews with safety standards and policies;

Maintain essential supplies and order material in a timely manner;

Responsible for preparation of payroll and ensures overtime of work crews is accurately reported;

Supervises maintenance of municipal buildings; performs a variety of building maintenance and repair tasks;

Responsible for supervision of crews performing special duties during leaf and snow operations;

Communicates with citizens and employees during maintenance projects;

Responds to inquiries and complaints from citizens and customers;

Conduct regular meetings with crew leaders to ensure they are informed of projects and concerns;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from high school, specialized technical training and extensive experience in the maintenance, operation, repair and/or construction of parks facilities, buildings, and traffic signals and other city facilities including considerable supervisory experience; possession of a CDL driver's license valid in the Commonwealth of Virginia and pesticide applicator certification issued by the Commonwealth of Virginia; thorough knowledge of repair, operation, maintenance, rehabilitation and construction of facilities and services to which assigned, the tools, materials and equipment used in such work and the occupational hazards and safety precautions of the work; demonstrated ability to assign and supervise the work of others and prepare simple reports, drawings and sketches; demonstrated ability to establish and maintain effective working relationships with associates and the general public. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all-inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.